

Process Safety Management Audit Checklist

Management of Change

	Y/N	Comments
Documentation		
<p>Are there written procedures for managing changes (except for “replacements in kind”) to process chemicals, technology, equipment, and procedures and changes to facilities that affect a covered process?</p> <p>(Review procedures that address responsibilities, steps for assessing risks and approving changes, requirements for reviewing designs for temporary and permanent changes, steps needed to verify that modifications have been made as designed, variance procedures, time limit authorizations for temporary changes, and steps required to return the process to status quo after temporary changes.)</p>		
Do the procedures assure that the technical basis for the proposed change is addressed prior to any change?		
Do the procedures assure that the impact of the change on safety and health is addressed prior to any change?		
Do the procedures assure that modifications to operating procedures are addressed prior to any change?		
Do the procedures assure that the necessary time period for the change is addressed prior to any change?		

Do the procedures assure that the authorization requirements for the proposed change are addressed prior to any change?		
Are employees involved in operating a process, and maintenance and contract employees whose job tasks will be affected by change informed of, and trained in, the change prior to start-up of process or affected part of process?		
Is the Process Safety Information updated if changed?		
Are the operating procedures or practices updated if changed?		
Observations		
Do observations of new or recently modified process chemicals, technology, equipment, or procedures (except “replacement in kind”) indicate that the Management of Change procedures have been implemented? (Determine if records are available to support the procedures for new or revised processes found in the facility.)		
Interviews		
Operator, Maintenance, and Contractor Employees:		
Based on interviews with operators, maintenance employees, and contractor employees, are procedures implemented to manage changes to existing process chemicals, technology, equipment, facilities, and procedures?		

Based on interviews with operators, maintenance employees, and contractor employees, is training in process changes provided to employees whose job tasks will be affected by the changes prior to start-up?		
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